



## **Vaccine Return & Facility Incident Report Instructions for Completion**

Alaska Department of Health and Social Services  
Epidemiology Vaccine Depot  
9210 Vanguard Drive - Suite 102A  
Anchorage, Alaska 99507

Telephone: (907) 341-2202 Fax: (907) 341-2228

### **Instructions for use**

- Use the Vaccine Return and Facility Incident Report forms when there is an incident at your facility that results in the loss of vaccines.
- If vaccine is being returned due to expiration, a Facility Incident Report is not required.
- Please provide all information as requested. This will help your facility critically evaluate the circumstances of the incident for improvements and help us determine the viability of the vaccines.

### **Forms**

- Please complete and fax the following forms and documents within 48 hours of the incident:
  - 1) Vaccine Return
  - 2) Facility Incident Report
  - 3) Temperature logs and graphs covering the time of the incident.
- Please include the following information on the Facility Incident Report:
  - 1) Temperature of refrigerator: current \_\_\_\_\_ max. \_\_\_\_\_ min. \_\_\_\_\_
  - 2) Temperature of freezer: current \_\_\_\_\_ max. \_\_\_\_\_ min. \_\_\_\_\_
  - 3) Estimated amount of time the unit's temperature was outside normal range:  
Refrigerator \_\_\_\_\_ Freezer \_\_\_\_\_

**Fax to: Epidemiology Vaccine Depot: (907) 341-2228**

### **Returning vaccines**

**Return vaccines to the Depot within 30 days, when instructed to do so, following the instructions below:**

- Return vaccines either in person or via mail.
- Package appropriately to prevent breakage or leakage during transport (these vaccines do not need to be refrigerated).
- Include a copy of the Vaccine Return and Facility Incident Report forms.
- Upon receipt at the Epidemiology Vaccine Depot, your facility will be credited for the actual doses received.

**Please do not hesitate to call the Epidemiology Vaccine Depot if you have any questions - (907) 341-2202**